

Your ref:		Please ask for:	Hilary Bradshaw
My ref:	HB/«Locn» CB/2562	Contact Number:	01603 222427
Date:	25 August 2004	Email:	mailto:hilary.bradshaw@norfolk.gov.uk

SAS (SCHOOL ADMINISTRATIVE STAFF) CONFERENCE

Please put the date of 26 November, 2004 in your diaries as the Business Managers Group is running a conference for you.

It is designed to inform you on current topical items, give you a chance to discuss issues and to enable you to meet people who do a similar job hence setting up a network of contacts.

We are planning a series of discussion groups and would appreciate if you could return the attached form with those you would be interested in so that we can finalise the topics.

Departments of the LEA have agreed to set up stands and provide people you can talk to about various topics; these include Child Protection, NPS, Special Educational Needs, Risk and Insurance Section. The Director of Education has kindly agreed to open the conference.

I hope you will be able to support your colleagues who have put their energies into making this happen.

If you would like to attend the conference please return the attached form to Clare Briscoe, Education Financial and ICT Services, by fax to 01603 222505, or by post to the address at the top of the letter, by 30 September, 2004. (Maximum of two delegates per school.)

If you have any queries, please contact me on the above number or one of the members of the Business Managers Group.

Yours sincerely

Hilary Bradshaw
Chair Business Managers Group

You Are Invited to The SAS Norfolk Conference on Friday, 26 November, 2004, at Dereham Football Club

I would like to attend the conference on 26 November:

	Title	First Name	Surname
Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position:	<input type="text"/>		
School:	<input type="text"/>		
E-mail:	<input type="text"/>		
Special requirements: (ie wheelchair access, dietary requirements)	<input type="text"/>		

Discussion Groups

Please mark these in order of preference:

Workshop	Preference
School Governance	
Health And Safety	
Premises	
School catering	
Audit	
Bursars Role in Ofsted Framework	
Cleaning Contracts	

Please return this form by fax to Clare Briscoe, Education Financial and ICT Services on 01603 222505, or by post to the address at the top of the letter, by 30 September.

Your ref:		Please ask for:	Hilary Bradshaw
My ref:	HB/«Locn» CB/2563	Contact Number:	01603 222427
Date:	25 August 2004	Email:	mailto:hilary.bradshaw@norfolk.gov.uk

SAS CONFERENCE (SCHOOL ADMINISTRATIVE STAFF)

The Secondary School best value report requested that the LEA facilitated a Business Managers Group for those members of staff who were responsible for the non teaching aspects in secondary schools. This was set up in January of this year with a group of Business Managers from High Schools across Norfolk.

This group is organising a conference at Dereham Football Club for all secondary school staff who have responsibility for non teaching functions, on 26 November, 2004. The cost will be approximately £15 per delegate to cover the venue and refreshments, with a maximum of two delegates per school. I enclose a draft agenda to give you some idea of the activities taking place.

I do hope you will feel able to support a representative from your school attending this conference. The aim of which is to inform, share views and create an informal network of contacts amongst support staff to share their thoughts and ideas.

Yours sincerely

Hilary Bradshaw
Chair of Business Managers Group

SAS Conference
Friday, 26 November, 2004
Dereham Football Club

DRAFT AGENDA

Conference for Business Managers, Senior Admin or person in charge of non curriculum areas

9:00	Registration/Coffee
9:30	Welcome - Dr Bryan Slater Director of Education
9:45	Training for Bursars – K Hughes/B Symonds
10:30	Coffee/Exhibits
11:00	Workforce Reform and Performance - G Hornsby
11:45	Round the table Discussion Groups: <ul style="list-style-type: none">School GovernanceHealth and SafetyPremisesSchool cateringAuditBursars Role in Ofsted FrameworkCleaning Contracts
12:45	Lunch and Exhibits
2:00	Budgets and the future – P Fisher
2:30	Plenary
3:00	Coffee/Tea/Close